

Carlton Parish Council

FOR THE ATTENTION OF THE NEIGHBOURHOOD PLAN WORKING GROUP

You are summoned to attend the meeting of the Neighbourhood Plan (NP Working Group) on 3rd September 2023 at **7.30pm**, at Carlton Methodist Church.

Agenda

- 1. Election of Chair**
To elect the Chair of Carlton Parish Council's Neighbourhood Plan Working Group.
- 2. Apologies for Absence**
To receive apologies for absence and consider the reasons for absence.
- 3. Declarations of Interest**
To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
- 4. Terms of Reference**
To consider the NP Working Group's Terms of Reference. (page 2)
- 5. Statement of Community Involvement**
To consider the Statement of Community Involvement.
- 6. Project Plan**
To consider the Plan's future progression and note key milestones for the project.
- 7. Carlton Parish Council Neighbourhood Plan**
To consider the key issues that the Parish is faced with at present relating to planning, development, and facilities for the community.
- 8. Finance**
To receive an update on the progress of the Locality Grant Funding from David Gluck.
- 9. Communications**
To consider the effective communication methods to enable the community to be informed presently, and in the future as the project progresses.
- 10. Date and Time of Next Meeting**
To consider the date and time for the next meeting.

Item 4

Neighbourhood Plan Working Group

Terms of Reference

Membership of the Working Group

The Neighbourhood Plan Working Group (NPWG) should consist of four Councillors, the assigned consultant, and the clerk.

Appropriate professional, consultants, and members of the public (i.e. interested parties) will be invited to attend meetings along the road to completion.

To be quorate and ensure that a scheduled meeting can take place three members of the Working Group must be in attendance.

Convening of Meetings

The NPWG will meet as and when required, until the project is set and completed.

The clerk will convene meetings, in conjunction with the Chair.

Should the scheduled meeting be held within three days of the next Parish Council meeting, a verbal report will be given by the Chair or an allocated Working Group member, to update the Councillors of discussions, recommendations, and resolutions, from that meeting.

Chair of Meetings

The Chair will be appointed at the first meeting.

Notes of the Meetings

The notes will be provided to the Parish Council at its next meeting, for information, with recommendations where appropriate.

Remit of the Working Group

The Neighbourhood Plan Working Group will set, complete, and review the plan once completed, as is required.

It is indicated that the Plan will take three years from the date of approval to completion, once completed the need for further future meetings will be assessed by the Parish Council.

The NPWG will provide feedback to the Parish Council making recommendations where appropriate.